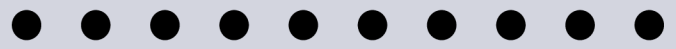


Town of Johnstown



TOWN MANAGER'S REPORT



January 2025

johnstownco.gov



TOWN MANAGER'S REPORT



Administration, Finance, Planning, and Human Resources

Upcoming Council Meetings & Work Sessions

If there are topics that the Council would like Staff to schedule for discussion, please let me know. The following topics are recommended for Council discussion (all meetings will be held in the Town Council Chambers unless otherwise indicated):

- 01/13/2025 - Work Session - 6 p.m.
- 01/22/2025 - Regular Council Meeting (Wednesday)
- 01/27/2025 - Work Session - 6 p.m.

Audit Preparation

Staff has initiated year-end processes and started preparing for the 2024 audit, which is anticipated to being with a controls review in late January or early February. The final audit must be completed and submitted to the State Auditor's Office by July 31 of each year.

Strategic Plan

Staff is in the process of updating the Town's strategic plan to include new action items and remove those that have been completed.

Downtown Master Plan Project

Town Staff continues to work with our contracted consultants to provide a draft of the Downtown Masterplan for the public to review in early January. The draft will be made available online and brought to Council for consideration in Q1 2025.

Business of the Month

The Business of the Month program will once again commence in January. The Johnstown Barbershop will be recognized as January's Business of the Month on January 6, 2025.

Planning Commission

The Planning & Zoning Commission convened a total of 10 meetings in 2024 and considered 18 projects. For comparison, they convened 10 meetings in 2023 and considered 16 projects. The Commissioners provide immense value to the Town and we are fortunate to have such a wonderful group of people.

Parks Master Plan

The designs for Centennial and Letford Parks continue to make progress. We have received substantial input from the community, which is being used to inform the final designs. We plan to hold another open house in February to showcase the final plans prior to public hearings before the Planning & Zoning Commission and Town Council. Stay tuned for more information in the next month. The survey and the concepts can be found here: <https://johnstownco.gov/566/Centennial-Park-and-Letford-Park-Master->

Policy Review

The Finance department is in the process of reviewing and updating internal policies for cash receipting and red flag regulations.

TOWN MANAGER'S REPORT



Municipal Court

Municipal Court - December 2024 Court data is broken down for Council's review below, with a total of cases 204 being closed. The increase in petty theft is due to the sealing of deferred sentence records:

- Code Violations: 9
- Traffic Violations: 81
- Theft: 75
- Other Criminal Cases: 17
- Parking: 35

Communications Manager and Public Works Director Hiring

We expect to make a decision soon about the candidates for the Communication Manager position. Public Works Director interviews were conducted and all candidates were eliminated from the process. We are reposting the role to find the right fit for the Town.

Hiring

Three experienced Police Officers, an Executive Administrative Assistant, and a Videographer for Council meetings have joined our team. We are also in the process of recruiting a Police Records Supervisor, Communications and Engagement Specialist, Utility Billing Technician, and Civil Engineer I.

Police Department

Training

Unified Command/Rescue Team - Officers along with members of Front Range Fire Rescue toured the new middle school and practiced unified command/rescue task force tactics.

Internal Hiring/Promotions

Jill Maurer was selected for the role of Utility Billing Supervisor. Grace Hamilton has been selected for the role of Community Service Officer.

Yelek Property Purchase

The Town closed at the end of the year on the Yelek Property, a 67 acre tract of land in Larimer County. A portion of the property (47 acres) was purchased with Larimer County Open Space and Parks Sales Tax the other 20 acres of the land was purchased by the general fund. The land currently sits on a conservation easement which will expire in 14 years. After the expiration of this period, the Town will be able to use the 20 acres of land for any purpose it deems necessary and appropriate. Sometime in 2025, we expect to formally annex the property into the Town which will include right of way dedication.

Police Cadet Training

Three Police Cadets passed their screening tests and are starting their POST Academy training at Front Range Community College on January 6. We expect them to graduate in May.

Weld Elves

Led by CSO Farris, presents were delivered throughout the month to kids in our community through the Weld Elves organization.

TOWN MANAGER'S REPORT



Case of Interest

In the early morning hours of 12/20/2024 Officers were called to numerous vehicle trespass reports in the area of Carlson Farms, Corbet Glen, and Clearview. Officers were able to locate and arrest the suspect. A search warrant was served on the suspect's vehicle, and officers were able to return property worth multiple thousands of dollars back to the victims.

Utilities

Accomplishments

The State of Colorado requires operators that run Water and Wastewater systems to be certified under State Regulation 100. The following operators passed tests to earn certifications this month!

- C&D - Liam Walters passed Level 2 Water Distribution & Level 2 Sewer Collection exam
- C&D - Marcos Chavez passed Level 2 Water Distribution exam
- C&D - Ruben Chavez passed Level 1 Sewer Collection exam
- WWTP - Jeff Sobeski, passed the Level 3 Sewer Collection exam

Inspections & Installations

- 0 LF water main
- 2,751 LF sewer main
- 930 LF storm water
- 166 water & sewer services
- 13,240 LF curb and gutter
- 13,240 LF sidewalks

Awards Ceremony

The police department held its annual awards ceremony. Officer Jaramillo was awarded the lifesaving award. Sergeant Ward, Officer Kelley, Officer Beckman and Officer Mee received the Honorable Service Award. Detective Cygan received the Officer of the Year award for her hard work throughout the entire year.

Water Treatment Plant:

- Average Daily Flows: 1.5 out of 6 MGD treatment capacity

Water Treatment Operations are currently making around 1.5 million gallons per day (MGD) of water this month, which is a small increase from last year's 1.3 MGD. This month, the operators are continuing winter maintenance activities, like cleaning the filters with chemicals to improve their ability to treat water during the summer. They also changed the oil in the DAF #1 motors and greased the tracks the skimmers move on. Finally, the team replaced the High Service Pumps in the clear well with larger pumps to help the plant treat its full 6 MGD capacity during the summer.



*Old High Service Pump

TOWN MANAGER'S REPORT

Low Point Waste Water Treatment Plant

- Average Daily Flows: 0.4 out of 1.5 MGD treatment capacity

Central Waste Water Treatment Plant

- Average Daily Flows: 0.7 MGD out of 1 MGD treatment capacity

Winter is the time when wastewater systems do their yearly testing for per- and polyfluoroalkyl substances (PFAS) for the State. The EPA uses this information to better understand the effects of PFAS and figure out how to best manage the substances found in the system. The team also does yearly testing and reporting on the solids (sludge) generated from the treatment facilities. This helps decide what can be done with the sludge, and whether it can be safely used for growing crops or improving soil. On the operations side, the team successfully replaced a failed blower motor with one that was salvaged from equipment already on site. This decision saved money and helped avoid spending on equipment that will soon be replaced with the new plant.



*Central Lagoon Blower Replacement

Sewer Collection & Water Distribution Systems (C&D)

Collection & Distribution Operators continued to fix small problems in the older parts of the Town's wastewater system. This work requires digging up the sewer main, replacing the damaged pieces of pipe and adding access clean-outs for ease of future maintenance. Crews also handled an emergency water service repair in Pioneer Ridge. The main project for the month was replacing the old Bulk Fill Station with a new model. The old bulk water station only accepted quarters, which often got jammed, and it released a set amount of water per coin, leading to water waste. The new system is electronic and allows customers to receive the exact amount of water they need.

- Locates: 794
- Meters: 56 new installs, 37 meter replacements



*New Bulk Water Station



Capital Projects - Water Treatment Plant Expansion

The contractor is continuing to work on site yard piping, procuring equipment and materials, and installation of below ground concrete structures. The contractor is continuing to test the structures to ensure that they are watertight, testing will continue for the next couple of months on the various structures as the concrete placements are finishing up. Town Staff have executed all necessary contracts with Xcel for the electric and gas services.



*The New Disinfection Contact Basin (DCB)

Central Wastewater Treatment Plant

Construction of the MBR building, the secondary process basins, the solids holding tank, and the headworks are progressing well. The contractor continues to install equipment and process piping throughout the site.



*Progress on the MBR Building

SH60 Waterline Replacement and Extension

The boring contractor is planning to start work on the railroad bores in late January. Once the boring contractor begins, the general contractor will start installing the new waterline. The railroad permits are all submitted and will hopefully be executed in early January. Town Staff is also working on finishing two easement agreements for the pipeline which should also be executed in early January.